

# **READVERTISEMENT**

**\*Please note addition of Supplement Question and  
Revised Position Title**

**State of Montana  
Department of Public Health and Human Services  
PO Box 4210 Helena, MT 59604**

## **VACANCY ANNOUNCEMENT**

**August 20, 2008**

4 Page Document

---

<b>TITLE:</b>	Child Welfare System Analyst
<b>POSITION NO:</b>	70328 & 70329
<b>LOCATION:</b>	Child & Family Services Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MEA/MFT
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 6
<b>STARTING SALARY:</b>	\$35,123 - \$43,903 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

---

**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, September 4, 2008**. For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** There are currently two positions open. Applicants need only submit one application to be considered for both positions.

A resume is required at time of application.

This is a modified position; however, funding is available for the duration of the Statewide Automated Child Welfare Information System (SACWIS) project which is expected to take approximately four years.

**CRIMINAL RECORDS AND CHILD PROTECTIVE SERVICES BACKGROUND CHECK:** All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job. The department will

also conduct a child protective services check to determine if the applicant has any involvement with the CPS system, which would be relevant to the position.

**TYPICAL DUTIES:** These positions are responsible for analysis activities related to all programmatic and policy aspects related to the design, development, and implementation of a new SACWIS. This will require expertise in two primary areas: 1) child welfare policy and procedures and 2) information technology. The incumbent will be responsible for analyzing and documenting all aspects relating to child welfare policy and procedure; contributing to and reviewing Advance Planning Documents, Requests for Proposals, Information Technology Procurement Requests and Invitations for Bid; assisting in coordinating vendor solicitation, evaluation and selection procedures; reviewing, analyzing, and evaluating child welfare information systems and user needs; and soliciting accurate and complete business and functional requirements.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

**Knowledge:** Knowledge of principles and best practices of information systems analysis, design, development, implementation, maintenance and security-related functions; administrative procedures of state government; state and federal laws pertaining to information systems development; state and federal child welfare laws; policies and procurement of contracted services; and the organizational structure of the department. Extensive knowledge of Child and Adult Protective Services System (CAPS) and Montana's Child Protective Services Programs is preferred.

**Skills:** Skill in communicating verbally and in writing; and performing analysis of child welfare system(s) to determine the essential activities and needs of the system by identifying policy, procedure, patterns, gaps and inconsistencies while defining the functional and supplementary characteristics of an acceptable solution.

**Abilities:** Ability in maintaining effective working relationships; exercising sound technical, interpersonal and organization judgment when appraising evaluating and solving complex problems; managing various deadlines and multiple projects; responding positively to changes in direction, priorities, responsibilities, or assignments; building trust and credibility in working relationships; and problem solving.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in social work, business management, computer science or a related field **AND** three years of job-related work experience with one or more years working in child welfare, business analysis or the CAPS

computer system may substitute for the formal education on a year-for-year basis. Other equivalent combinations of education and technical and professional level experience will be considered.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Resume.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include vision insurance, a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available

to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTIONS

Department of Public Health and Human Services  
Title: Child Welfare System Analyst  
Position: #70328 & 70329  
Location: Child & Family Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplement questions must be printed clearly or typed on standard 8.5 x 11 inch paper. The responses should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTIONS

NOTE: Your answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, your answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your participation in any type of computer system development phase.
2. In your opinion, what will be the major benefits to building a new SACWIS for Montana?